

EXECUTIVE SECRETARY

Class Definition

Under direction, performs highly responsible, complex and confidential administrative and secretarial support work for City department heads or other executive staff; may supervise other clerical/secretarial staff.

Distinguishing Characteristics

Executive Secretary is the highest class in the secretarial series. Incumbents provide varied, complex and confidential administrative and secretarial support to City department heads and other executive staff. Incumbents have extensive contact with government officials, representatives of business and community organizations, board or commission members, City staff and the public as a liaison for assigned executive and to interpret administrative policies and procedures. This class differs from lower-level classes by the nature, diversity and scope of responsibilities which require the frequent use of tact, discretion, initiative and independent judgment.

Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect essential functions for this class.)

Performs administrative support tasks for a City executive; coordinates overall office support functions and activities of the department or unit to which assigned.

Handles routine and difficult public relations issues during contacts with the public, media and officials of the public and private business sectors.

Develops and implements organization or procedural changes affecting clerical activities, particularly in the areas of record keeping systems, forms control and office layout and procedures.

Attends meetings on behalf of the executive.

Researches, compiles and analyzes data for special projects and various reports; coordinates special projects and activities as assigned.

May serve as Secretary to a major board or commission; prepares appropriate materials and files for the proceedings; takes and transcribes minutes; performs related support services.

May take shorthand if required by the position.

Initiates and maintains a variety of files and records and prepares a variety of sensitive personnel actions.

May supervise, train and evaluate assigned secretarial and clerical support staff.

Performs related duties as required.

Knowledge, Skills, and Abilities

Knowledge of the organization, procedures and operating goals and objectives of the department or unit to which assigned.

Knowledge of the organization and operations of the City, boards and commissions and outside agencies as necessary to assume assigned responsibilities.

Knowledge of English usage, spelling, grammar and punctuation.

Knowledge of modern office methods, procedures and equipment.

Knowledge of basic principles of research and report preparation.

Ability to communicate effectively, both orally and in writing.

Ability to interpret and apply administrative and departmental policies, laws and rules.

Ability to analyze situations carefully and adopt effective courses of action.

Ability to maintain confidential data and information.

Ability to type accurately at a speed necessary for timely completion of assigned duties.

Ability to establish and maintain effective working relationships.

Minimum Qualifications

Four years of increasingly responsible secretarial experience to a manager or administrator, which included, or is supplemented by, one year of lead or supervisory experience. Twelve units of business or academic college course work relating to office management/secretarial sciences may be substituted for one year of non-supervisory experience.

Special Requirements

Possession of a valid California Driver's License may be required.

APPROVED: _____
Director

DATE: _____